

PART 2045 - GENERAL

Subpart D - Career Program Transfers

§2045.151 General.

As part of the Rural Development mission, it is necessary to continuously develop a cadre of well-qualified career employees capable of understanding, interpreting, and implementing the various programs of the mission area. One effective means of developing career employees responsive to the mission area's goals and objectives is to provide broad experience through assignments in different organizational units and/or duty stations.

§2045.152 Policy.

It is the policy of Rural Development to use directed reassignments of personnel to different organizational units or duty stations in a manner that best serves Mission area clientele and meets operational needs.

§2045.153 Authority.

(a) The Administrators; Associate Administrators; Deputy Administrators; Assistant Controller, Finance Office; and State Directors can authorize, within their jurisdictional areas, the reassignment or transfer of career and career conditional employees when:

- (1) Organizations are realigned as a result of increased or decreased demands for services impacting on the workforce.
- (2) An employee's position is abolished.
- (3) Reduction-in-Force (RIF) is required because of lack of work, budget cuts, or reorganization.
- (4) A reassignment to another organizational unit or location will best serve the interest of the mission area. Reassignments cannot be used for disciplinary actions or to force a resignation or retirement.
- (5) Career development is a consideration.

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Personnel
General

RD Instruction 2045-D
§2045.153 (Con.)

(b) Only the Under Secretary for Rural Development can authorize the reassignment or transfer of employees in key field positions; i.e., Program Directors, Rural Development Managers, and Administrative Officer positions. All requests for reassignments and/or transfers in these cases must be submitted on the Standard Form 52, "Request for Personnel Action," to the Deputy Administrator for Operations and Management (O&M) by the State Office.

(c) Approval of a RIF plan by the Under Secretary for Rural Development, will authorize the State Director to reassign or transfer career and career conditional employees in the above mentioned key field positions.

(d) State Directors proposing to relocate State Offices, or abolish area or local offices must obtain prior approval from the National Office in accordance with RD Instruction 2021-A.

(e) Only the Under Secretary approves the combining of program functions; i.e., Community Programs (CP) and Business & Industry Programs (B&I) into a Community and Business Program (C&B). If either the CP or B&I Chief position is vacant, the Deputy Administrator for O&M is authorized to reassign the incumbent of the occupied position to the C&B Chief position.

§2045.154 Requirements.

(a) The Administrators; Deputy Administrators; Assistant Administrators; Assistant Controller, Finance Office; and State Directors are responsible for planning, recommending, maintaining, and implementing a staffing plan for their jurisdictional areas. Therefore, it is recommended that periodic reviews of the staffing plan be made prior to recommending a reassignment or relocation. All vacancy announcements will identify those positions subject to mobility requirements.

(b) Examples of professional (two-grade interval) positions commonly considered for career transfers are as follows:

- (1) Community Development Specialists
GS-5 and above
- (2) Community Development Managers
GS-9 and above
- (3) Rural Development Specialists
GS-9 and above
- (4) Rural Development Managers
GS-12/GS-13
- (5) Program Directors
GS-13
- (6) Loan Specialists
GS-7 and above

§2045.154 (Con.)

(c) Traditionally, clerical/technical support employees at or below GS-8 grade level assigned to State, area, or local offices are not reassigned involuntarily to other geographical locations outside the commuting area unless a compelling reason exists, such as:

- (1) Job abolishment.
- (2) RIF.
- (3) Transfer of function.

§2045.155 Failure to accept reassignments.

Employees have an obligation to the mission area to accept reassignments and changes in duty stations when so directed by management. An employee's reasons for declining a transfer to another commuting area under §2045.153(a) of this Instruction, will be carefully reviewed. Mission area officials have the authority to transfer and reassign employees within their respective jurisdiction whenever necessary to meet operational needs. A choice of locations will be offered if more than one location can fill the mission area's needs. If the employee then fails to accept the reassignment and does not elect to resign, action may be taken to separate the employee. (See RD Instruction 2045-BB, Exhibit A, paragraph 735-23(d).)

§2045.156 Documentation.

The decision to reassign an employee must be a bona fide determination that is based on legitimate management consideration in the interests of the service. All reassignments must be documented to show a need for the action. The following are some considerations for documenting reassignments;

- (a) Written justification supporting the reassignment; e.g., reorganization to better serve the public, abolishment of position, specific personnel skills and knowledge needed in that particular office, office workload, career development, cost effectiveness, etc.
- (b) Written documentation citing: any personal interviews with employee discussing the reasons for reassignment, change in duties and responsibilities, allowable relocation expenses, etc.
- (c) Employee's written statement accepting or declining assignment.

§§2045.157 - 2045.200 [Reserved]

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